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ABSTRACT

This information dissemination kit presents an introduction to the Bilingual Program in School and Community Relations of the Central Board of Education of the City of New York. Included are a program description, program objectives, duties of the bilingual teacher in school and community relations, and a list of schools involved in the program. (SK)

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BILINGUAL PROGRAM IN SCHOOL AND COMMUNITY RELATIONS

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Office of Bilingual Education

Bilingual Program in School And Community Relations

Program Description

The position now known as Bilingual Teacher in School and Community Relations was formerly known as Auxiliary Teacher. The title was officially change on February 21, 1968. The idea of creating the position started in 1948 when one of the schools in the Bronx assigned a bilingual teacher to serve as a liaison person between the school and the Spanish-speaking community, and opened the door for the creation of the position of Substitute Bilingual Teacher in School and Community Relations. In 1949, when the Board of Education created this position, twelve substitute bilingual teachers were assigned to schools having a high concentration of Spanish-speaking children.

In September, 1966 the Bilingual Program in School and Community Relations was transferred from the Office of Elementary Schools to the Office of Intergroup Education. At that time, it was felt that the duties of the Bilingual Teacher should be reviewed in light of the needs in the schools. A select committee was established for this purpose. The committee consisted of school principals, bilingual teachers and supervisors, and the coordinator of the Bilingual Program. The committee invited suggestions from other school principals, bilingual teachers and supervisors, and from Puerto Rican professional and community organizations.

The committee found that the work of the Bilingual Teacher in School and Community Relations can best be described through the three major functional roles which he plays:

1. as a community relations agent
2. as a participant in the guidance process
3. as a resource person

In January, 1973 the Office of Bilingual Education was officially created. The Bilingual Program in School and Community Relations now falls under the jurisdiction of that office.

Program Objectives

1. The Bilingual Teacher must open and maintain channels of communication between school and community. To do this he must be in regular contact with the various persons and agencies of the community so as to know the pulse of the community, its beliefs, concerns and needs.

2. The Bilingual Teacher must utilize his bilingual and bicultural knowledges and skills when and where needed to assist in any aspect of the guidance of the pupil through his educational career. This requires a cooperative working relationship between the Bilingual Teacher and all other staff, classroom teachers as well as other personnel, particularly the Guidance Counselor.

Program Objectives

3. The Bilingual Teacher is an important school resource in the implementation of a Programs which strenghten and enhance the cultural heritage and selfconcept of the children learning English as a Second Language with the understanding that the Bilingual Teacher may occasionally supplement but not provide basic classroom instruction. The Bilingual Teacher represents a fund of knowledge and skills which should be used to enrich the instructional program of the children and to help familiarize the staff with particular cultural differences, history and sensitivities.

Duties of the Bilingual Teacher in School and Community Relations

The duties of the Bilingual Teacher relate to the school staff, to pupils for whom English is a second language, to their parents and to the relevant community.

1. Pupils

   a. To assist in all professional aspects of the registration of pupils during all registration periods.

   b. To assist in determing class placement, transfers and promotions.

   c. By conferring with pupils, to assist other members of the staff in performing their functions with respect to the pupils.

   d. To administer or assist in administering appropriate educational tests to pupils.

   e. To assist the classroom teacher in preparing relevant instructional programs.

   f. To assist in developing and in implementing special programs (such as for Puerto Rico Discovery Day, Brotherhood Week, Chinese New Year, Pan American Day, etc.).

   g. To assist in school-sponsored student organization activities.

   h. To assist in the soluction of any pupil educational problem where the special skills of the Bilingual Teacher may be helpful. This is specially applicable in the service the Bilingual Teacher may render as part of the guidance team.

   i. To assist in discovering talented and bright, as well as handicapped pupils, and to help in planning appropriate programs for such pupils.

2. Staff

   a. To attend all staff conferences.

   b. To assist in the orientation of newly assigned school personnel.

Duti: **Duties of the Bilingual Teacher in School and Community Relations**

2. Staff

   c. To serve as a resource for other staff members with respect to the language, history, customs of the pupils and with respect to parent and community fellings. This should be part of an on-going process whereby the Bilingual Teacher participates with his colleagues on regular grade and curriculum committees, and in the less formal meetings where school objectives and problems are discussed. The Bilingual Teacher should help secure for other staff members appropriate historical literature films and other audio-visual aids.

   d. The Bilingual Teacher may be of particular assistance to the Principal in determining books and other resource materials which the school could order for classroom and library use.

3. Parent and Community

   a. To organize workshops, clubs and other activities which would help to orient parents to school procedures and to provide opportunities for parental service and growth.

   b. To serve, when and where appropriate, as a resource person to the Parents Association in its organizational work and to be available to attend meetings of the executive committee and of the general parent body on a regular basis.

   c. To maintain contact with community persons and agencies in order to bring back to the school a better understanding of needs of the community he is serving, and to bring to the community, a better understanding of the schools. This includes attendance at appropriate meetings.

   d. To make home visits, to help in the guidance of pupils and parents where appropriate to the Bilingual Teacher Program.

   e. To work as a team with guidance personnel in making referrals to community and city agencies for pupils and parents for whom English is a second language.

   f. The Bilingual Teacher should be on call to serve as part of the school guidance team at hearings in the District Superintendent's Office.

   g. To serve on school Human Relations or Community Relations committee.

4. Other Duties

   a. The Bilingual Teacher will be responsible for regular reports to the school Principal and to the Supervisor of Bilingual Teachers, Human Relations Unit, on work done with pupils, parents and staff.

Duties of the Bilingual Teacher in School and Community Relations

4. Other Duties

b. The Bilingual Teacher will be required to attend monthly training conferences on a borough-wide or city-wide basis under the auspices of the Human Relations Unit.

c. Attendance at appropriate district meetings and service on appropriate district committee may also be required to a reasonable degree.

d. The school based Bilingual Teacher, as part of the Human Relations team, shall participate in conjuction with the District School Community Coordinator and other district personnel in planning of district activities relevant to the pupils, parents and community served by the Bilingual Teacher.

Schools Involved in the Program

Community School District 1

P.S. 4 M
P.S. 15 M
P.S. 19 M
P.S. 20 M
P.S. 34 M
P.S. 61 M
P.S. 63 M
P.S. 64 M
P.S. 97 M
P.S. 134 M
P.S. 137 M
P.S. 140 M
P.S. 160 M
P.S. 188 M

J.H.S. 22 M
J.H.S. 60 M

Community School District 2

P.S. 1 M
P.S. 2 M
P.S. 11 M
P.S. 23 M
P.S. 33 M
P.S. 42 M
P.S. 111 M
P.S. 116 M
P.S. 126 M
P.S. 130 M
P.S. 198 M

Community School District 3

P.S. 9
P.S. 75
P.S. 84
P.S. 87
P.S. 145
P.S. 163
P.S. 165
P.S. 166
P.S. 185
P.S. 199

Community School District 4

P.S. 7
P.S. 57
P.S. 72
P.S. 80
P.S. 83
P.S. 96
P.S. 101
P.S. 102
P.S. 107
P.S. 108
P.S. 109
P.S. 112
P.S. 121
P.S. 146
P.S. 155
P.S. 168
P.S. 171
P.S. 206

Community School District 5

P.S. 30 M
P.S. 36 M
P.S. 161 M

Community School District 6

P.S. 128 M
P.S. 132 M
P.S. 139 M
P.S. 192 M

Community School District 7

P.S. 17 X
P.S. 5 X
P.S. 18 X
P.S. 27 X
P.S. 29 X
P.S. 30 X
P.S. 37 X
P.S. 40 X
P.S. 49 X
P.S. 51 X
P.S. 65 X
P.S. 124 X
P.S. 154 X
P.S. 156 X
P.S. 157 X
P.S. 161 X

I.S. 162 X

Community School District 8

P.S. 39 X
P.S. 48 X
P.S. 60 X
P.S. 62 X
P.S. 75 X
P.S. 93 X
P.S. 107 X
P.S. 130 X

Community School District 9

P.S. 2 X
P.S. 4 X
P.S. 11 X
P.S. 28 X
P.S. 35 X
P.S. 42 X
P.S. 53 X
P.S. 55 X
P.S. 58 X
P.S. 64
P.S. 70 X
P.S. 73 X
P.S. 88 X
P.S. 90 X
P.S. 104 X
P.S. 109 X
P.S. 110 X
P.S. 114 X
P.S. 126 X
P.S. 132 X

Community School District 10

P.S. 59 X
P.S. 85 X

J.H.S. 9 X
J.H.S. 115 X

Community School District 11

P.S. 89 X
P.S. 105 X

Community School District 12

P.S. 6 X
P.S. 20 X
P.S. 47 X
P.S. 50 X
P.S. 54 X
P.S. 57 X
P.S. 61 X
P.S. 66 X
P.S. 67 X
P.S. 77 X
P.S. 92 X
P.S. 99 X
P.S. 102 X
P.S. 129 X
P.S. 134 X
P.S. 150 X

Schools Involved in the Program

Community School District 13

P.S. 9 X	P.S. 67 X
P.S. 20 X	P.S. 133 X
P.S. 46 X	P.S. 282 X
P.S. 54 X	P.S. 307 X

Community School District 14

P.S. 16 K	P.S. 147 K
P.S. 17 K	P.S. 148 K
P.S. 18 K	P.S. 157 K
P.S. 19 K	P.S. 168 K
P.S. 23 K	P.S. 196 K
P.S. 59 K	P.S. 250 K
P.S. 84 K	P.S. 257 K
P.S. 120 K	P.S. 297 K
P.S. 122 K	

Community School District 15

P.S. 1 K	P.S. 94 K
P.S. 10 K	P.S. 107 K
P.S. 15 K	P.S. 124 K
P.S. 27 K	P.S. 154 K
P.S. 29 K	P.S. 169 K
P.S. 32 K	P.S. 172 K
P.S. 38 K	P.S. 261 K
P.S. 58 K	P.S. 321 K

I.S. 88 K
J.H.S. 142 K

Community School District 16

P.S. 26 K	P.S. 123 K
P.S. 75 K	P.S. 145 K
P.S. 81 K	P.S. 151 K
P.S. 86 K	P.S. 274 K
P.S. 106 K	P.S. 299 K
P.S. 116 K	P.S. 304 K

J.H.S. 111 K
J.H.S. 162 K

Community School District 20

P.S. 140 K
P.S. 164 K

Community School District 21

P.S. 90 K	P.S. 225 K
P.S. 188 K	P.S. 288 K

Community School Districts 23 & 24 are included under Bilingual Programs Funded By Title I, ESEA.

Community School Districts 30

P.S. 171 Q

Special Schools

School for Language and Hearing Impaired Children

High Schools

Eastern District High School